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MEMORANDUM FOR ALL EMPLOYEES

FROM: Acting Assistant Secretary of Commerce and
Acting Commissioner of Patents and Trademarks

SUBJECT: Preventing Workplace Violence

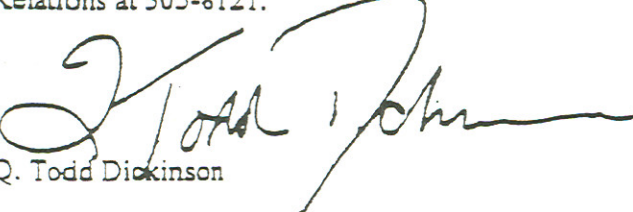
In accordance with the Department of Commerce's policy on prohibiting workplace violence, the Patent and Trademark Office is obligated to promote a safe environment for its employees. The PTO is committed to working with its employees to maintain a work environment free from intimidation, harassment, threats of violence, violence, and other disruptive behavior. While this kind of conduct is not pervasive at our agency, no agency is immune. Every agency will be affected by disruptive behavior at one time or another.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with promptly and appropriately. Unacceptable behavior may include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

While the PTO has continually sought to maintain a safe working environment, we need your help. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether he or she is an agency employee or not, report it immediately to a supervisor or manager. **PLEASE CALL THE POLICE AT 911 and then call Security at 306-9000 to report threats or assaults that require immediate attention by the police.** Supervisors and managers who receive such reports should seek advice from the Employee Relations Office at (703) 305-8121 regarding investigating the incident and initiating appropriate action.

The National Treasury Employees Union Chapters 243 and 245 and the Patent Office Professional Association support the concepts outlined in this memorandum. We have agreed to work together on this issue. Please contact your respective union if you have any question about its role in these matters.

I will support all efforts made by employees, supervisors, and agency specialists in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace. I will monitor the effectiveness of this policy and ensure that it is applied equitably to all employees. If you have any questions about this policy statement, please contact the Violence Prevention Team in Employee Relations at 305-8121.



Q. Todd Dickinson